

PEST CONTROL DEALER DESIGNATED AGENT LICENSE PACKET

Contains the following documents:

- Licensing Requirements
- Application & Instructions
- Fact Sheet
- Study Materials
- Exam Schedule
- Visa/Mastercard Transaction Form
- Customer Service Survey Form

Retain for your information.

Do You Need This License?

If you are a person who actively supervises all of the pest control dealer operations at the principle office or any branch locations, then you must possess a pest control dealer designated agent (DA) license. A licensed pest control dealer designated agent is required at each pest control dealer location.

The following license and certificate holders also qualify and may fulfill the responsibilities of the licensed designated agent: agricultural pest control adviser, qualified applicator licensee, apprentice pilot, and journeyman pilot.

Qualified applicator certificates, structural pest control operators and out-of-state licensees **do not** meet the exemption requirement.

Basic Licensing Requirements

Examination

A DA license is obtained by passing the specific Laws and Regulations for Designated Agents examination. The examination demonstrates the applicant's knowledge of the laws and regulations governing the use and sale of pesticides and the responsibility in carrying on the business of a pest control dealer.

Study Material

You can view suggested Study Material List at <www.cdpr.ca.gov/docs/license/study_mat_da_12-03> to help you prepare for the examination.

Laws and Regulations that apply to this license, may be viewed at <www.cdpr.ca.gov>:

- [California Code of Regulations \(3 CCR\)](#)
- [California Food and Agricultural Code \(Divisions 6, 7 and 13\)](#)
- [Laws and Regulations Study Guide](#) at <www.cdpr.ca.gov/docs/license/l&rpage.htm>.

Once You've Become Licensed or Certified

Continuing Education

You are **not required** to obtain continuing education (CE) to renew the DA license.

Note: If you hold an alternate license as indicated above in lieu of a DA license, you must obtain CE in accordance for that license. Your renewal notice will list the continuing education requirements.

Licensing, Renewal, and Other Fees

Application Fee

If you are applying for a DA license for the first time, the application fee is \$25.00 (3CCR section 6502). This fee does not include any examinations required to obtain this license.

Examination Fees

An examination fee of \$50.00 is required (3CCR section 6505) for each initial examination and each reexamination (due to rescheduling or failure to pass) including:

- Laws and Regulations for Designated Agents examination

2nd Year Fee Notice

If your examination results indicate you have passed the required examination to receive a valid license, you may receive a 2nd Year Fee Notice. The notice will inform you that you are in the first year of a two-year license cycle; an additional 2nd-year fee of \$25 will be required in order to issue your license. The license/certificate two-year cycles are as follows:

- The license of individuals with last names beginning with **A** through **L** expire on December 31 of even-numbered years (i.e., 2004, 2006, 2008, etc.)
- The license of individuals with last names beginning with **M** through **Z** expire on December 31 of odd-numbered years (i.e., 2005, 2007, 2009, etc.)

Annual Renewal Fee

The license renewal fee is \$25 per calendar year, to be paid to DPR every two (2) years for a total cost of \$50 (3CCR section 6502). The two-year renewal fee is not prorated if the license is renewed late.

Late Renewal Fee

A late renewal fee of fifty percent (50%) of the total renewal fee will be assessed for each license or certificate postmarked after December 31 of the expiration year.

Name/Address Change and Duplicate/Replacement Fees

A fee of \$20 is required for name changes. It is also required for any requests for a duplicate or replacement license or certificate (3CCR section 6508). DPR will not issue a new license (card) when an address change is received unless requested by the licensee or certificate holder and accompanied by the \$20 fee. A maximum fee of \$20 is required for all name and/or address changes or requests for a duplicate or replacement license **when submitted on a single application form.**

Every person to whom a license or certificate is issued must notify the Licensing and Certification Office in writing of any name and/or address change.

- Legal documents and a fee of \$20 are required in order to make a name change. A new license will be automatically issued for all name changes.

- The change of address form is available on DPR's website at www.cdpr.ca.gov/docs/license/lcforms.htm or by calling (916) 445-4038. A \$20 fee for an address change is **only** required when the licensee requests a new license.

General Information

Timelines for Processing Applications

DPR has established time periods for processing permit applications, in compliance with Government Code sections 15374-15378. DPR may take up to 96 days to complete the processing of this application. Failure to comply with these time periods may be appealed to the Agency Secretary, California Environmental Protection Agency, P.O. Box 2815, 1001 I Street, Sacramento, California 95814, pursuant to regulations set forth in 3CCR section 301. Under certain circumstances, the Agency Secretary may order that the applicant receive a reimbursement of filing fees.

Timelines for Applications/Examinations

DPR schedules [examinations](#) beginning with February, in various locations throughout the state. The examination code schedule is located on DPR's website at www.cdpr.ca.gov/docs/license/liccert.htm. Your application **must** be postmarked by the final filing date in order to process your application for the month, location and examination(s) **you** request.

License Duration

A new license may be valid for less than a year, one year, less than two years or two years. Each renewed license is valid for two (2) years unless renewed late.

The Most Common Mistakes and How to Avoid Them

The most common application errors made are incorrect fees, missing the final filing date, and not specifying the month and location where you want to take the examination. You can avoid these errors by reading the application instructions carefully, marking filing dates on a calendar, and mailing your application to DPR on or before the final filing date. If you have questions regarding any information, call for assistance.

DPR Licensing and Certification Location

Department of Pesticide Regulation
Pest Management and Licensing Branch
Licensing and Certification Program
1001 I Street
Sacramento, CA 95814-2828

Questions

Call: (916) 445-4030 or (916) 445-4013
E-mail: licensing-da@cdpr.ca.gov

**PEST CONTROL DEALER DESIGNATED AGENT
LICENSE APPLICATION**

PR-PML-043 (REV. 9/04)

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1001 I STREET

SACRAMENTO, CALIFORNIA 95814-2828

(916) 445-4038

FAX - (916) 445-4033

Web site: <http://www.cdpr.ca.gov/>

The mailing address you indicate on this application is your address of record for your license/certificate. Therefore it is public information. You may wish to use a post office box in lieu of the physical address as an address of record.

A. Application Type. Check the appropriate box(es).

| | | |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> NEW APPLICATION - FIRST TIME APPLICATION | <input type="checkbox"/> REEXAMINATION - FAIL OR NO SHOW ON PREVIOUS EXAMS | <input type="checkbox"/> DUPLICATE/REPLACEMENT LICENSE |
| <input type="checkbox"/> PEST CONTROL DEALER DESIGNATED AGENT EXAMINATION | <input type="checkbox"/> NAME/ADDRESS CHANGE | <input type="checkbox"/> OTHER - Specify _____ |

B. Applicant Information. Please print or type.

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|-----------------------------------|------------------------------|
| NAME (Last) | (First) | (Middle Initial) | DESIGNATED AGENT #/EXAM ID # | HOME TELEPHONE NUMBER () |
| MAILING ADDRESS (Number and Street) | | | SOCIAL SECURITY NUMBER (Optional) | WORK TELEPHONE NUMBER () |
| (City) | (County) | (State) | (ZIP Code) | CELL TELEPHONE NUMBER () |
| PEST CONTROL DEALER BUSINESS EMPLOYED BY OR OWN AND MAILING ADDRESS. (If Applicable) (Name, Number and Street, City, State, Zip Code) | | | | EMAIL ADDRESS |

C. Pest Control Dealer Designated Agent (DA) License Examination and Licensing. Exemption. See instructions on reverse.**D. Examination.** See instructions on reverse.
☐ Check if you wish to be scheduled for the written examination.
E. Examination Schedule. To complete this section, see attached Examination Schedule for the month, date, and location.

| | |
|-------------------|---------------------------|
| EXAMINATION MONTH | EXAMINATION SITE LOCATION |
|-------------------|---------------------------|

F. Reasonable Accommodation.
☐ Check if you need reasonable accommodation to take a written exam.
G. Fees. All fees are non-transferable and non-refundable.

| | Amount | # of Exams | Total Amount |
|------------------------------------------------|--------|------------|--------------|
| New Applicant Fee | \$25 | --- | \$ |
| Examination Fee | \$50 | X | \$ |
| Name/Address Change, Duplicate/Replacement Fee | \$20 | --- | \$ |
| Total Fees Due/Enclosed | | | \$ |

H. Read Before Signing. During the last three years have you had any administrative, civil, or criminal action taken against you for violation of any State or federal laws or regulations relating to the application or use of pesticides that resulted in disciplinary or in which any disciplinary action is pending?
☐ YES (State explanation below.) ☐ NO
I. I declare under penalty of perjury, under laws of the State of California, that the above information is true and correct.

| | |
|---------------------|-------------|
| APPLICANT SIGNATURE | DATE SIGNED |
|---------------------|-------------|

| | | | |
|----------------------------------|----------------|---------------------|----------------------|
| FOR OFFICIAL USE ONLY | LICENSE NUMBER | COMPUTER ENTRY DATE | RC RECEIVED AND DATE |
|----------------------------------|----------------|---------------------|----------------------|

Instructions on reverse

PEST CONTROL DEALER DESIGNATED AGENT LICENSE APPLICATION INSTRUCTIONS

PR-PML-043 (REV. 9/04)

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A. Application Type. Check the appropriate box(es).☐ **New Application:** If you:

- ✓ Are applying for the Pest Control Dealer Designated Agent (DA) License for the first time.
- ✓ Failed to obtain your license within 12 months from the first date you scheduled your examination.
- ✓ Failed to meet the renewal requirements by the expiration of your certificate.

You are exempt from the Pest Control Dealer Designated Agent License if you currently possess a valid Agricultural Pest Control Adviser License, Qualified Applicator License, Journeyman Pilot Certificate or Apprentice Pilot Certificate. You qualify as a DA in accordance with Title 3, California Code of Regulations, section 6560.

*The Qualified Applicator Certificate, Structural Pest Control Operators and out-of-state licenses or certificates **do not** meet the exemption requirements.*

- ☐ **Reexamination:** Scheduling an examination on which you failed to obtain a passing score or failed to appear for a previously-scheduled examination.
- ☐ **Duplicate/Replacement License:** Requesting a duplicate or replacement license.
- ☐ **Name/Address Change:** Requesting a name and/or address change. Submit a copy of the legal document substantiating the name change. Address changes may be made directly on the application form.
- ☐ **Other:** Any other change, please specify the change.

B. Applicant Information: Enter your name, Designated Agent License or Exam Identification Number if applicable, address, email address, home, work, and cell telephone numbers, Social Security number (optional) and current employer (if applicable). **NOTE:** The Department of Pesticide Regulation (DPR) utilizes your Social Security number as an alternate source of applicant identification, as many names are similar. Providing your Social Security number is strictly voluntary in accordance with the Privacy Act of 1974 (PL-93-579). This is not public information and will not appear on any publication, etc. produced or distributed by DPR.

C. Pest Control Dealer Designated Agent License Examination and Licensing. Exemption. If you do not meet the exemption for the pest control dealer designated agent examination and licensing requirements noted above in Section A, you must complete this application and schedule to take this examination. This license is necessary in order to conduct the pest control activities of a licensed Pest Control Dealer business.

D. Examination. Check this box if you are required to take the Pest Control Dealer Designated Agent License examination.

E. Examination Schedule. Indicate the exam month and location in the appropriate boxes. This information may be obtained from the Exam Schedule provided with the General Information Packet or from DPR's web site at www.cdpr.ca.gov. The exam schedule gives the location, schedule, and final filing dates. If you are requesting to take the examination(s) at a specific location and date, your application must be *postmarked* by the final filing date for that location.

F. Reasonable Accommodation. Reasonable Accommodation will be provided to applicants who need assistance to take a written exam. If you check "Yes", you will be contacted via telephone or mail to make specific testing arrangements.

G. Fees. All fees are non-transferable and non-refundable.

New Applicant Fee: \$25

Name/Address Change Fee: \$20 (see below)

Examination Fee: \$50

Duplicate/Replacement Fee: \$20 (see below)

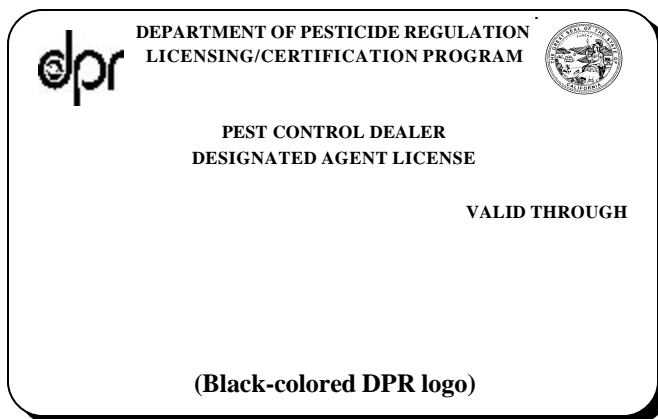
A new applicant fee is only required if you meet the criteria for a "New Application" as stated above in Section A, Application Type.

An examination fee of \$50 is required for the Pest Control Dealer Designated Agent License examination you are requesting to schedule. A fee for an address change is only required when the licensee requests a new license be issued (printed and mailed). A maximum fee of \$20 is due for all name/address changes and requests for a duplicate/replacement licenses submitted on a single application.

H. Read Before Signing. Check appropriate box.

I. Declaration/Signature Block. Sign and date your application. Enclose a check, money order or credit card payable to "Cashier, DPR" and mail to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

Failure to complete or provide the requested information may delay the processing of your application.



Who Needs It?

Any person who is responsible for supervising the operations of a licensed pest control dealer. Each licensed pest control dealer must maintain a designated agent at the principal office and an agent at each branch location (FAC section 12101.5, 3 CCR section 6560).

Exemptions: If the responsible person is a licensed agricultural pest control adviser, qualified applicator licensee, or pest control aircraft pilot certificate holder, then that person would not have to be licensed as a designated agent.

What's Required to Obtain the License?

- Submit a \$25.00 initial application fee (FAC section 12252)
- Submit examination fee of \$50.00 for each exam to be taken (FAC section 11502.5[b])
- Pass a written examination on the sale and use of pesticides and pest control dealer responsibilities (FAC section 12253)

Additional Requirements the Agent Performs for His/Her Employer.

- Responsible for the active supervision of employees who use and sell pesticides
- Exercise responsibility in carrying out the business of a pest control dealer
- Prepare and maintain for two years records of all pesticides sold or delivered
- Maintain a copy of each Operator Identification Number
- When a pesticide is sold for agricultural use without a recommendation, the invoice or delivery slip must state that nonrecommendation has been made. The invoice or delivery slip must be provided to the customer or his agent at the time of delivery
- Before the sale or delivery of a restricted material, the dealer must obtain a copy of the purchaser's restricted materials permit
- Maintain a copy for two years of pesticides sold that are on the Ground Water Protection List
- Send a list of Operator Identification Numbers with corresponding names of person purchasing pesticides during the quarter to each commissioner who issued the numbers
- The dealer is not required to send the Operator Identification Numbers list to the commissioner of the county in which the dealer is located

State of California
**PEST CONTROL DEALER DESIGNATED
AGENT LICENSE
SUGGESTED STUDY MATERIAL SOURCE LIST**

REV. 01/07

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I Street
P.O. Box 4015
Sacramento, California 95812-4015
Phone: (916) 445-4038 Fax: (916) 445-4033
Web site at <<http://www.cdpr.ca.gov>>

Retain for your information

This list provides reference materials to help prepare for the Pest Control Dealer Designated Agent License examination. The suggested study material is listed below. Instructions on how to order the publications can be found in the footnotes at the end of this source list.

Disclaimer

You are not required to purchase any of the suggested study materials. Some materials may be available to borrow from local libraries. Prices listed are subject to change and should be verified with the vendor. DPR does not endorse any product or company mentioned.

• **Laws, Regulations, and Basic Principles**

- 1 Laws and Regulations Study Guide (2001 Edition). Sales publication code #626. The cost is \$15.00 tax included. This publication is available from the Department of Pesticide Regulation (DPR)². The publication is also available to view and/or download from DPR's Web site at <http://www.cdpr.ca.gov/docs/license/L&R_Study_Guide_2001.pdf>.
- 2 The Safe and Effective Use of Pesticides (Second Edition) Patrick J. O'Connor-Marer, 2000. University of California Agriculture and Natural Resources sale publication code #3324. The cost is \$35.00¹.

Footnotes - How to Obtain Study Materials

- 1 This publication can be ordered by writing or calling one of the following locations: Communication Services - Publications, Agriculture and Natural Resources, University of California, 6701 San Pablo Avenue, 2nd Floor, Oakland, California 94608-1239, or by telephone at 1 (800) 994-8849 (within California) or by telephone at (510) 642-2431 or 1-800-994-8849 or online at <<http://www.anrcatalog.ucdavis.edu>>; or the local county farm advisor's office (University of California Cooperative Extension).
- 2 This publication can be ordered from the Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015. Please make check or money order payable to: Cashier, Department of Pesticide Regulation. State sales tax is already included.

This schedule is for Agricultural Pest Control Adviser, Pest Control Aircraft Pilot, Designated Agents, Qualified Applicator License, and Qualified Applicator Certificate.

INSTRUCTIONS - IMPORTANT - PLEASE READ

EXAMINATION SCHEDULING

1. You must submit your completed application with appropriate fees **POSTMARKED** by the **FINAL FILING DATE** for the examination(s) and date that you have requested. If the application is **POSTMARKED after the final filing date**, you will be contacted by mail to reschedule the examinations.
2. Please complete the section on the application asking for the **Location and Month** in which you have selected to take your examination(s). For example, to take an examination in Modesto on April 24, 25 you would write "Modesto" for the Examination Site Location and "April" for the Examination Month.
3. Incomplete applications and fees will delay the processing of your application. It may result in you not being scheduled for the examination date and location that you requested.

EXAMINATION SCHEDULE IN SACRAMENTO

1. Examinations are being provided more frequently in Sacramento and will be given in the months of January, February, March, May, July, August and October.
2. **No examinations will be given in November and December due to the processing of license and certificate renewal applications.**
3. Examination seating is limited; scheduling is on a first-come, first-served basis. Therefore, even if you meet the final filing date for the examination, you may not be scheduled. Please submit the application and fees as soon as possible.

EXAMINATION NOTICE

1. At least two weeks prior to the examination date, you will be notified by mail of the examination location, address, date, and time. If you do not receive an Examination Notice one week prior to the examination date, please call (916) 445-4038.
2. Once you receive your Examination Notice, please review it for any errors such as wrong license type, category, examination location and date, name, etc. as **no changes will be made at the testing site**. Immediately notify our office by calling (916) 445-4038.
3. To change the Date, Examination(s) or Location you originally requested on your application: call (916) 445-4038 or fax your written request to (916) 445-4033 by the final filing date.

NOTE: The Department assigns examination locations and dates. The Department will not conduct examinations during all of the days reserved for the examination location, unless the number of persons scheduled for the location warrants it. Therefore, you will be scheduled for only one of the days reserved for the location. We are unable to accommodate exam and location changes after the **FINAL FILING DATE**.

| Exam Location | Exam Dates - 2007 | | | | | | | | | |
|---------------|----------------------|-----------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|----------------------------------------------|----------------------------------------------------|----------------------------------------------------|------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|
| | January | February | March | April | May | June | July | August | September | October |
| | Arcadia (LA Area) | | | April 10, 11, 12 Final filing date: 3/15/2007 | | June 26, 27, 28 Final filing date: 5/30/2007 | | | | October 23, 24, 25 Final filing date: 9/26/2007 |
| | Bakersfield | | | | | | | | September 11, 12 Final filing date: 8/15/2007 | |
| | Dublin | | | | | | | | September 5,6 Final filing date: 8/8/2007 | |
| | Fresno | February 21, 22 Final filing date: 1/22/2007 | | | | June 19, 20 Final filing date: 5/22/2007 | | | | |
| | Modesto | | | April 24, 25 Final filing date: 3/27/2007 | | | | | September 19, 20 Final filing date: 8/23/2007 | |
| | Red Bluff | | | | | June 5, 6 Final filing date: 5/9/2007 | | | | |
| | Sacramento | January 3, 4, 5 Final filing date: 12/15/2006 | February 14, 15 Final filing date: 1/17/2007 | March 14, 15, 16 Final filing date: 2/22/2007 | May 16,17 Final filing date: 4/20/2007 | | July 17, 18, 19 Final filing date: 6/22/2007 | August 21, 22, 23 Final filing date: 7/27/2007 | | October 16, 17 Final filing date: 9/19/2007 |
| | Salinas | | | April 17, 18 Final filing date: 3/20/2007 | | | | | | October 16, 17 Final filing date: 9/19/2007 |
| | San Diego | | February 6, 7 Final filing date: 1/8/2007 | | | | | | September 11, 12 Final filing date: 8/15/2007 | |
| | San Jose | | February 7, 8 Final filing date: 1/9/2007 | | | June 12, 13 Final filing date: 5/16/2007 | | | | |
| | Santa Rosa | | | April 18 Final filing date: 3/20/2007 | | | | | | |

VISA / MASTERCARD TRANSACTION



INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

Continuing Education Sponsors:

Cashier
ATTN: CE
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

| | | | | | | | | | | | | | | | | | | |
|------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--------------------------------------------------------------------------------|--|--------------|--|---------------------------|---------------------------------|--|
| NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD) | | | | | | | | | | | | CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard | | TODAY'S DATE | | | | |
| BANK CARD NUMBER (16 DIGITS) | | | | | | | | | | | | | | | | BANK CARD EXPIRATION DATE | TOTAL AMOUNT OF PAYMENT \$. | |
| | | | | | | | | | | | | | | | | | TELEPHONE NUMBER () | |

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

| | | | |
|--------------------------------------------|--------------|-------------|----|
| (DEPARTMENT USE ONLY) - ENTERED ON POS BY: | TODAY'S DATE | DATE MAILED | BY |
|--------------------------------------------|--------------|-------------|----|

California Environmental Protection Agency

Customer Service Survey

Our goal is to provide you with the best possible customer service. Your feedback telling us what is going well and what needs improvement is essential to our success to better serve you. We ask that you take a moment to complete the electronic customer service survey form at www.calepa.ca.gov/Customer/CSForm.asp. To assure that we receive your comments, please select “Department of Pesticide Regulation” and “Division of Pest Mgmt, Environmental Monitoring, Enforcement & Licensing” on the survey form. If you do not have access to the Internet and our electronic Customer Service Survey form, please feel free to write us at:

California Department of Pesticide Regulation
Pest Management and Licensing Branch
P.O. Box 4015
Sacramento, CA 95812-4015

Thank you for your feedback.